

JOB TITLE: Liquor Store Clerk
REPORTS TO: Liquor Store Manager

EFFECTIVE DATE: December 31, 1994
LAST UPDATED: November 19, 1997

DESCRIPTION OF WORK

General Statement of Duties: Performs retail sales work assisting customers locate and purchase store merchandise; and performs related duties as required (ie. receive/stock inventory, record and assume responsibility for cash handling).

Supervision Received: Works under the general supervision of the Liquor Store Manager; receives technical direction from the City Accountant. Able to work alone on night and weekend shifts.

Supervision Exercised: None.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

Checks patron ID's and verifies data on checks refuses service when needed. Stocks coolers and shelves with liquor, wine and beer; makes six packs.

May make changes to displays or signs.

Assists customers by locating merchandise, recommending purchases if requested, ringing up purchases on the cash register, collecting money, making change.

Recommends purchases including type, quantity, and brand when requested by patrons.

Assists the manager with ordering by noting items that are running low.

Stocks and may mark liquor with correct price mark-up; rotates stock.

Assists manager in conducting inventories of stock.

Assists with cleaning the store including cleaning back room, washing glass doors, cleaning windows, vacuuming, cleaning coolers and bathrooms, dusting shelves and merchandise.

Takes out the garbage.

May review invoices and verify accuracy of merchandise deliveries.

Reconciles cash register and change bank and prepares daily bank deposits, and responsible for all cash at store during their shift.

Verifies that checks are not on bad check list.

Close out cash register when closing up at night, put money in the safe, and lock doors.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of how to operate a cash register and make correct change.

Working knowledge of liquor laws.

Working knowledge of merchandise locations.

Working skill in the use of a calculator.

Considerable ability to deal courteously with the public.

Working ability to lift and carry objects (ie. to move kegs, cases of product), to bend, stoop, reach, and stretch.

Working ability to use judgement and discretion in sales base on age, state of inebriation, and/or possibility of bad checks.

MINIMUM QUALIFICATIONS

None.